

# Shaftsbury Cemetery Committee Meeting

Cole Hall  
Thursday, December 16, 2021  
(Draft)

Present: Kathy Cardiff, Chair; Peggy Wilson; Neal Strong; Jen Holley, Cemetery Superintendent; Marlene Hall, Town Clerk; David Kiernan, Town Administrator

Members not present: Betsey Habberfield; Joe Herrmann

Kathy Cardiff called meeting to order at 9:17

## MINUTES

Minutes were presented from the November 3<sup>rd</sup> meeting. Neal motioned to accept minutes as presented, Peggy seconded. Motion passed 3-0-0.

## OLD BUSINESS

### GRANDVIEW GRIDDING

Two versions of the draft of the gridding were presented. After some discussion, a motion to approve draft with plots along Lamb Rd as cremation only plots and plots to the east on the hedge row as full sized 4.5' x 9' burial plots allowing traditional burials or cremations made by Neal and seconded by Peggy. This will provide 55 new plots for the cemetery, 11 of which have already been sold. Motion passed 3-0-0.

## NEW BUSINESS

### BUDGET

Budget was presented to the committee. Line items discussed include:

- Cemetery Committee Assistant will change to Cemetery Committee Clerk/Assistant
- Contract Services include, mowing as well as spring/fall cleanup.
- Reserve Fund will be used for fencing and new software program (when approved)

Motion to approve budget as presented made by Neal and seconded by Peggy. Motion passed 3-0-0.

### CEMETERY SOFTWARE - CHRONICLE

Contract was presented to committee and discussed. The initial startup cost of the program will be \$12,150.00. The yearly subscription cost will be \$1,200.00. This program will help to organize the cemetery records. Motion to approve the purchase of Chronicle software made by Peggy and seconded by Neal. Motion passed 3-0-0. This will now go to the selectboard for final approval.

## SUPERINTENDENT'S REPORT

At the beginning of the month, I did the cemetery walk throughs and trinket cleanups. It went fine. I really did not remove much, from the cemeteries a few of the graves that the town is aware of; Myers, Baker, etc. are still overly accessorized – we can slowly work on these with the families. On 11/30 a letter was mailed to lot owner William Baker.

Daryl Witherell contacted me about missing US Flags from Village cemetery. We, meaning Jay and I did not remove those flags. So, he was going to do some research and see if a local organization had done it. Because it was done before the date it should have been done, and he bought those flags with his own money. I sent him a condolence card.

I attended a webinar on digitizing municipal cemeteries – it was excellent. It was put on by Chronicle. The company we are looking into working with.

I also tested the Chronicle Software Demo at some of the Cemeteries and it worked great. Worked on all the Data requested by Chronicle that they needed for the estimate. Separating it per cemetery – from the Nemrc Excel Sheet.

I would like it noted that Jay Coonradt has done an Outstanding job with the fall cleanup and bush and brush removal. The cemeteries are looking great. He has done everything I have asked him to do and more.

I created a Plat Map of Grandview in Photoshop for Chronicle as we needed a good one for them to give us an estimate for the project. At this point I was unaware that there is an "Entire Section Missing" in the Plat I was given. So, what I gave Chronicle is wrong – I will have to update that as the 1 update we get before they charge per hour. So, I hope we get a few days without

snow, so I can count some rows at Grandview. What seems to be missing on the Plat is in Division 1 on the corner of Lamb and Grandview (the whole newer corner).

## **OTHER BUSINESS**

### **NEXT VOCA CLEANUP DAY**

Kathy spoke with Tom Giffin from VOCA about next year's cleanup day. After some discussion of available days, the committee decided on September 24, 2022 for the next VOCA day in Shaftsbury. Cemetery that will be clean will be determined next spring.

With no other business to come before the committee, Peggy made the motion to adjourn, Neal seconded. Meeting adjourned at 11:30.

Next meeting is scheduled for Wednesday, April 6<sup>th</sup>, 2022 at 9:00am, upstairs at Cole Hall.

Respectfully submitted,  
Marlene Hall